



Town of Carlisle

MASSACHUSETTS 01741

Office of

PLANNING BOARD

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MINUTES February 24, 2003

Budget

Revenue Enhancement Committee

Draft Personnel Policies Handbook

Town Report 2002

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Discussion of "informal conceptual plan" for Conservation Cluster and Common Driveway Special Permits for parcel of land on South Street, Map 5, Parcel 9 [Request of Dowcett and Associates]

Identification and analysis of potential sites for Wireless Communications Facilities – progress report [Broadcast Signal Lab and GPR]

Preparation of Community Development Plan to meet requirements of Executive Order #418 – "visioning" phase and creation of Steering Committee

Discussion of "informal conceptual plan" for site plan review (new non-residential use by special permit for distinctive structure preservation) of property at 43 Bedford Road, Map 22, Lot 45

Request to re-open discussion of settlement agreement of pending litigation, Vale, Valchuis et al. v. Planning Board (Berry Corner Lane) [Request of Michael Vale] (Executive Session)

Chair Kate Reid called the meeting to order at 7:30 p.m. in the Clark Room at Town Hall. Board Members Michael Abend, David Freedman, Louise Hara (Vice Chair/Clerk), Dan Holzman and Tom Lane (Treasurer) were present. Planning Administrator George Mansfield and Administrative Assistant Anja Stam were also present. Mosquito reporter Susan Yanofsky was present for the majority of the meeting.

The Board reviewed the minutes of 2/10/03. Freedman made one clarification and Hara moved to accept the minutes of February 10, 2003 as drafted. Abend seconded the motion and it carried 5-0-1 with Abend abstaining.

Budget and Revenue Enhancement Committee

Lane reported that there are no problems with the FY03 or FY04 budgets. Mansfield explained that a Revenue Enhancement Committee has been created by the Board of Selectmen to review current revenue sources and evaluate the potential for additional sources or fees. Mansfield presented the Board with a copy of the PB's 2003 fee survey, which was forwarded to this committee.

Draft Personnel Policies Handbook

Reid said that she attended the last meeting of the Personnel Committee where review of the draft was completed. She reported that all Planning Board concerns regarding the draft have now been addressed. The Personnel Board will finalize and ratify the Personnel Policies Handbook at its next meeting.

Town Report 2002

Mansfield presented the Board with a final draft of the Planning Board's 2002 Annual Report as submitted to the Town Administrator.

Town Meeting Warrant

Mansfield reported that he had not yet drafted the warrant article to change the Planning Board terms from five years to three years, because it is more complex than he anticipated. He explained that in his research he has not been able to determine how the five-year terms were initially established. The Board suggested that he consult with the Town Clerk to determine how to best implement this change. The Board also directed him to draft an article allowing for up to two associate Planning Board members.

Discussion of "informal conceptual plan" for Conservation Cluster and Common Driveway Special Permits for parcel of land on South Street, Map 5, Parcel 9 [Request of Dowcett and Associates]

Applicant John Dowcett was present with his associate Rick Feldt and his engineer Gary Shepard of David Ross and Associates. The following members of the public were also present: Tim and Nancy Fohl of 681 South Street, Steve Hinton of 684 East Street, John D. Lee of 65 Lowell Street, Greg Peterson of Indian Hill Road and representing the Carlisle Conservation Foundation, Board of Health Agent Linda Fantasia and Conservation Administrator Sylvia Willard.

Shepard displayed a feasibility study prepared by Vanasse, Hangen and Brustlin (VHB) showing that the 14.3-acre parcel on South Street could be subdivided into six building lots with the construction of a cul-de-sac. Shepard stated that VHB had the parcel reviewed by the Conservation Commission and had the wetlands flagged. Shepard also noted that the parcel has enough existing frontage to develop four ANR lots.

Shepard then presented Dowcett's conceptual plan to develop the parcel as a five-lot conservation cluster. The proposed common driveway would approximately follow an old farm path and utilize an existing wetland crossing. This crossing would require some widening to accommodate the driveway. The cluster would preserve 30% of the parcel, or 4.3 acres, as open space. This open space would benefit the Town by protecting the wetland and providing a wildlife corridor to connect adjacent open space parcels.

Reid did not fault the developer, but suggested that the Board should review its Conservation Cluster Special Permit Bylaw and find ways to amend or improve it. Board members agreed that this type of development does not preserve Carlisle's landscape as intended and greater clustering should be encouraged.

Abend noted that South Street is a scenic road and suggested that cuts into the stone wall should be minimized and/or rebuilt as necessary. He also suggested that the open space be clearly delineated, perhaps by stone walls or fencing, in order to prevent private homeowners from inadvertently annexing it to their lots. Steve Hinton noted that the Conservation Commission often requires ¼ cubic yard boulders set on 100-ft. centers to define an area.

Holzman asked what type of drainage is proposed for this development. Shepard thought that infiltration trenches would be able to control most of the runoff into the wetland, although a detention basin might be proposed. Holzman was concerned about potential drainage problems and suggested that individual lots should be reviewed by the Board's engineer prior to obtaining occupancy permits from the building inspector.

Mansfield asked if this development would be preserving anything of historical value to the Town. Dowcett was not aware of any historical value, but abutter Tim Fohl noted that there is an interesting stone formation on the property that may be a Native American altar or artifact. Fohl also indicated an area on his own lot that is a wetland up to the property line of the proposed development, near the common driveway entrance.

Sylvia Willard explained that the Conservation Commission provided the applicant with an "Abbreviated Notice of Resource Delineation" which only flags the wetland on-site, and not on adjacent property. She noted that there are no vernal pools or endangered species on this property.

Greg Peterson noted that the Carlisle Conservation Foundation is an abutter to this property and is interested in preserving the proposed open space parcel as a wildlife corridor. He indicated that the bottomland is also a valuable water and wildlife resource area.

Abend noted that the common driveway makes a sharp bend at one point and he suggested that this bend be flattened somewhat and that pullouts could be incorporated at this point. He also suggested that the first house on the front lot be accessed from the common driveway rather than South Street in order to minimize cuts on the main road.

The Board suggested that the common driveway be extended onto Lots 2 and 4 in order to access these lots from a single driveway. They also asked Shepard to consult the Fire Chief regarding his preference for the type of turnaround and for fire cistern requirements.

Abend noted that there are two interior wetland areas that cannot be developed and he suggested placing conservation restrictions on these areas to protect them. He also advised the applicant to present the potential subdivision plan when coming before the Board with his final plan, in order to compare the two.

Reid reminded the applicant that in order to certify completion of the common driveway and allow occupancy permits to be issued, the Planning Board's engineer must review and approve an as-built plan and all grading, paving, utility and drainage structures must be complete. The Board emphasized that withholding occupancy permits is the only way it can guarantee completion of the common driveway and it will strictly enforce this requirement.

Dowcett concluded the presentation by explaining that his ownership of this property is subject to obtaining satisfactory approval for development. He noted that he is trying to balance his financial needs and those of the current owner with the needs of the Town.

Identification and analysis of potential sites for Wireless Communications Facilities – progress report [Broadcast Signal Lab and GPR]

David Maxson of Broadcast Signal Lab (BSL) and Cal Goldsmith and Laura Chan of Goldsmith Prest and Ringwall (GPR) were present as consultants to the Town. Interested citizens included the following: Marilyn Saunders of 108 Canterbury Court, Marjie Findlay and Geoff Freeman of 245 Rockland Road.

Maxson explained that the overall process includes analyzing the Town in light of dimensional requirements of the wireless bylaw, and then looking at available sites for coverage purposes. BSL has been reviewing the carriers' existing and proposed tower sites and evaluating their coverage capabilities. Ultimately, GPR and BSL will propose the various options to the Town and then help narrow down the choices. In response to a letter from concerned citizens, Maxson explained that his study will only include projected coverage based on computer analysis, unless actual on-site assessment is required to specify a site.

Goldsmith explained that his firm used Carlisle's assessor's maps and USGS maps to evaluate possible sites and based on the following criteria in order of priority: 1) 900-ft. setback requirement, 2) 1.5 times tower height property line setback assuming a 150-ft. tower, 3) practical access with frontage, and 4) wetland and topographic impact. Goldsmith reported that approximately 15 sites meet these zoning requirements, but have not been evaluated further regarding other potential issues. Approximately 25 additional sites were identified which require some variances from the minimum setback requirements. Goldsmith said that ownership of these potential properties is listed in his report, though he has not researched the feasibility of acquiring these sites. He noted that he did not include property owned by the Federal Wildlife Reserve because his experience shows that it is difficult to work with Federal bureaucracy and secondly, most of this site is wetland and unsuitable for development. Goldsmith concluded his presentation by explaining that this list will now be given to BSL who will review these potential sites for their coverage capability.

Maxson explained that he has obtained coverage maps from all potential carriers and is verifying their accuracy. He will review the list of potential sites provided by GPR and provide the Town with a report of various wireless facility options. Abend asked if it is possible to locate two towers on the same site, and Maxson said that sometimes this is preferable as long as the antennae have some reasonable physical separation.

The Board asked Maxson if the repeaters would offer a viable alternative to towers in Carlisle. Maxson explained that repeaters are low intensity facilities that generally serve to enhance reception in a very small area that might otherwise be blocked from receiving signals, such as a canyon. This actually requires antennae at both the high and low points in order to transfer the signals.

Abend asked Maxson to give a general coverage radius for a 120' tower and Maxson replied that under optimal circumstances an approximate 2-mile radius could be expected.

GPR and BSL expected to be prepared to return to the Board for another report on March 24, 2003.

Preparation of Community Development Plan to meet requirements of Executive Order #418 – “visioning” phase and creation of Steering Committee

Reid reported that she, Hara and Freedman have formed a steering committee including themselves and Art Milliken, Tricia Smith, Jack Bromley and Caren Ponty. This committee met on February 19th and set the date for the first general public visioning meeting for Saturday March 22nd from 9:30 a.m. to noon. The staff was asked to post this meeting and send invitations to all other Town boards and committees. The Board also reviewed a questionnaire prepared by Freedman. This questionnaire will be published in the *Mosquito* this week and will also be available at the Town Hall and the library. Freedman said that the cost for the full-page ad is \$496.

Discussion of “informal conceptual plan” for site plan review (new non-residential use by special permit for distinctive structure preservation) of property at 43 Bedford Road, Map 22, Lot 45

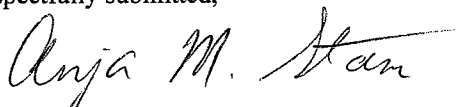
The Board reviewed a letter dated February 17, 2003, from the applicant, Francene Amari-Faulkner, contending that some of the issues raised by the Planning Board at the previous meeting were moot. She referred to zoning bylaw sections 3.2.4.5, 5.3.6 and 5.3.2 to demonstrate that her application is exempt from meeting the minimum requirement for parking facilities. After discussing the letter, the Board suggested that the PA contact the Zoning Board of Appeals to ask if they intended to require only 10 parking spaces and if these were permitted to be located within the 40-ft. lot line setback. The Board also suggested that he ask the Building Inspector if the Distinctive Structures Bylaw overrides the general parking requirements of the bylaws. The PA was directed to notify the applicant and inform her that the PB is investigating the intent of the Distinctive Structures Bylaw.

Request to re-open discussion of settlement agreement of pending litigation, Vale, Valchuis et al. v. Planning Board (Berry Corner Lane) [Request of Michael Vale] (Executive Session)

At 10:20 p.m. Abend moved and Holzman seconded a motion to go into executive session to discuss pending litigation with Vale/Valchuis, not to return to regular session. The Board was polled and unanimously agreed to the motion.

At 10:45 p.m. Abend moved and Hara seconded a motion to come out of executive session and to adjourn. The Board was polled and unanimously agreed to the motion.

Respectfully submitted,



Anja M. Stam
Administrative Assistant